

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PLANNING ANALYST

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional assignments to provide data through the systematic planning and development of projects and studies in such areas as community development, emergency preparedness, urbanization, and land development.

There are four classifications in this job.

Position Code Title – Planning Analyst-E

Planning Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional planning analyst assignments while learning the methods of the work.

Planning Analyst 10

This is the intermediate level. The employee performs an expanding range of professional planning analyst assignments in a developing capacity.

Planning Analyst P11

This is the experienced level. The employee performs a full range of professional assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Planning Analyst-A

Planning Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Develops procedures for the identification, study, and proposal of recommendations pertaining to utilization of state resources and related issues.

Meets with government officials to describe study techniques and analyze the implications of planning programs and proposals.

Cooperates with local governmental officials in developing and explaining area planning and/or problem study projects.

Conducts study projects in such areas as community development, natural resources, urbanization and land development, community disasters and emergency resources, and population and economic base.

Attends meetings and project conferences to discuss department operations, proposals and techniques for the resolution of problems, and to carry out coordinate programs to fulfill federal and state legislative requirements.

Analyzes and evaluates survey data, prepares reports, and makes specific recommendations concerning the development of planning proposals.

Encourages the exchange of information with local, county, regional, and metropolitan agencies; and private organizations and universities engaged in programs related to the comprehensive plan.

Represents the department on technical committees for comprehensive planning studies.

Oversees the collecting of field data and information on local conditions for use in planning studies.

Studies similar programs in other states to determine their applicability in Michigan.

Participates in public meetings and hearings explaining the department's planning proposals and the socio-economic and environmental effects of them.

Utilizes economic, population, land use, and traffic projections to substantiate recommendations for planning in rural, regional, recreational, or urban areas.

Maintains records and prepares reports and correspondence related to the work.

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May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Planning Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Planning Analyst 12 (Senior Worker)

Performs, on a regular basis, professional planning analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of community organization.

Knowledge of sources of planning data.

Knowledge of community and regional planning techniques.

Knowledge of socio-economic problems.

Knowledge of the principles and practices of research.

Knowledge of techniques involved in the collection and organization of physical, social, economic, fiscal, legal, and other data used in community and regional planning.

Knowledge of methods of presenting the results of studies.

Ability to design, organize, and conduct a planning study.

Ability to use tabular and statistical data.

Ability to prepare graphic and narrative materials.

Ability to participate in planning and meetings with state, city, and other public and private officials.

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Ability to use tact and similar qualities necessary in meeting and communicating effectively with others.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Planning Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with not less than 21 semester or 32 term hours of city, urban, recreational, natural resources, or regional planning courses.

Experience

Planning Analyst 9

No specific amount or type is required.

Planning Analyst 10

One year of professional experience providing data through the systematic planning and development of projects and studies in such areas as community development, natural resources, recreational sites, urbanization, emergency preparedness, or land development equivalent to a Planning Analyst in state service.

Planning Analyst P11

Two years of professional experience providing data through the systematic planning and development of projects and studies in such areas as community development, natural resources, recreational sites, urbanization, emergency preparedness, or land development equivalent to a Planning Analyst in state service, including one year equivalent to an intermediate level Planning Analyst.

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Planning Analyst 12

Three years of experience providing data through the systematic planning and development of projects and studies in such areas as community development, natural resources, recreational sites, urbanization, emergency preparedness, or land development equivalent to a Planning Analyst in state service, including one year equivalent to a Planning Analyst P11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PLANGALT	Planning Analyst

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Planning Analyst-E	PLANALTE	NERE-174
Planning Analyst-A	PLANALTA	NERE-180

ECP Group 2
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JMR/VLWT/MBK/ec